

BENJAMIN J. CAYETANO  
GOVERNOR



DIRECTOR'S OFFICE  
DEPT. OF  
TRANSPORTATION

SEP 7 10 52 AM '95

SAM CALLEJO  
Comptroller

MARY PATRICIA WATERHOUSE  
Deputy Comptroller

STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES

P O BOX 119  
HONOLULU, HAWAII 96810-0119

SEP 6 1995

COMPTROLLER'S MEMORANDUM NO. 1995-27

TO: Heads of Departments  
ATTN: Administrative and Fiscal Officers  
SUBJECT: Revised Checks Cancelled, SAFORM C-53

This is to inform departments that a revised Checks (formerly Warrants) Cancelled will be effective upon availability. The new forms should be available from Correctional Industries starting October 2, 1995. Remaining quantities of the old form will be accepted by Central Accounting only up until December 31, 1995. After that date, departments and agencies will be required to use the new form. Departments are advised to order the new form by the end of the year.

Attached for your information is a sample copy of the revised form with the specific changes described below:

CHECKS CANCELLED, SAFORM C-53

1. Changed the word "WARRANTS" to "CHECKS" in the title.
2. In the column heading "DATE OF WARRANT", changed the word "WARRANT" to "CHECK".
3. In the column heading "WARRANT", changed the word "WARRANT" to "CHECK".
4. Changed the revision date to July 1, 1995 (REVISED).

Should there be any questions regarding this memorandum, please call Dona Kang of our Systems Accounting Branch at 586-0610.

A handwritten signature in black ink, appearing to read "Sam Callejo".  
SAM CALLEJO  
State Comptroller

Attachment

SEP 11 1995

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# CHECKS CANCELLED

Comptroller No.: \_\_\_\_\_

XXXXXX

Comptroller Date: \_\_\_\_\_

MM/DD/YY

**FUND**

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**OTHER REMARKS:**

**HEAD OF DEPARTMENT**

DATE \_\_\_\_\_

**CONTROLLER**

DATE \_\_\_\_\_

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